EMGrants PRO

Quick Start Guide

A brief guide on logging in and getting started in EMGrantsPro.

NEW USERS – REGISTER FOR ACCESS

If you are a new user, with no username/password for the system, follow these steps:

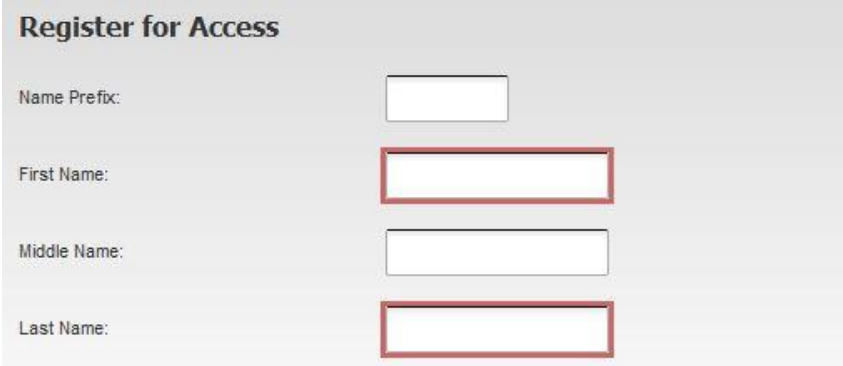1) On the main login page, click the "Register for Access" link directly beside the "Sign In" button.

2) Complete the user registration form. Note that every field surrounded by a red box must be completed before you can submit the form.

3) Click the "Register" button below the form to submit. The system administrator will then be notified of your submission and you will likely receive a username and password via email within 1-2 business days.

EXISTING USERS - LOGIN

If you have a username and password for the system, follow these steps to login:

1) Go to the main page of the site and complete the user login form. Note that if you check the "Remember Me" box, your computer will store the username you entered so that next time you return to the site you will not have to re-type the username.

2) Click the "Sign In" button to enter the system.

3) You may be required to change your password to proceed. If so, enter your new password twice and click the "Change Password" button. Note that depending on system settings, your password may need to be at least 8 characters and contain at least one of the following 4 types of characters: uppercase, lowercase, numbers, and special characters.
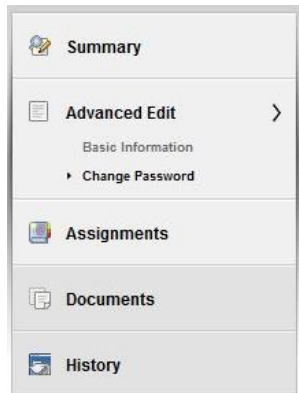
CHANGING YOUR PASSWORD

If you would like to change your password at any time from within the system, follow these instructions:
1) Click on your name in the header.

Welcome, Jim Smith LOGOUT ?

2) Move your mouse over the "Advanced Edit" tab on the left of the user screen that displays then select the "Change Password" sub-tab.

Summary

Advanced Edit >
    Basic Information
    ▸ Change Password

Assignments

Documents

History

3) Enter your current password in the "Old Password" field and then enter your desired new password twice to confirm.

Advanced Edit: Change Your Password

Old Password:
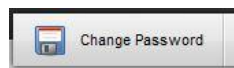Please enter your old password

New Password:
Password must be at least 8 characters.
You password must have at least one character in 3 of these categories: Uppercase, Lowercase, Numbers and Special Characters.

Confirm New Password:
Please confirm your password

4) Click the "Change Password" button in the action bar to save your changes.

Change Password

GETTING HELP

When logged into the system, if you need advanced help on anything you may access the built-in user help guide following these instructions:

1) Click on the Help icon in the top-right hand corner of the screen (yellow question mark).

2) Select "Go to the Help Guide" in the dialog that pops up.

3) You are now in the user guide and may open any section with the tabs on the left. To print the entire user guide, click the "Print the User Guide" button in the action bar.